

LIBRARY ASSISTANT

DEFINITION: Under general supervision, performs work of moderate difficulty in providing basic or specialized library services to the general public; coordinating the maintenance and collection of books, periodicals, documents and other printed materials; performs related duties as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Maintains the library collection of books, periodical and other printed materials; assists customers at the checkout counter, issuing library membership cards, checking items in and out, renewing items, and accepting payments for overdue items; processes overdue notices; places and removes holds on items for patrons; answers telephone calls and patron requests for information and assistance with the fax, typewriter, computer or copier; assists patrons with reference questions, locating books, giving educational and directional information.

Updates and maintains patron records; processes requests for interlibrary loans; receives, catalogs and classifies new or donated books or other items; files Author/Title/Subject cards into the card catalog; shelves items in order by Library of Congress Classification; re-shelves returned or misplaced items; mends or repairs books or damaged items; removes books which are damaged beyond repair from the collection; replaces outdated periodicals as current issues are received.

Ensures that materials in the Research Library are current including historical issues and oral history tapes; assists patrons with complex research and special requests; plans and coordinates the children's summer reading programs, story time programs and crafts programs; conducts tours and orientations; keeps records documenting utilization, revenue generated, and demographic information; trains, orients and oversees volunteers, workforce trainees and student workers.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of manual and automated filing and library systems.

Knowledge of the Dewey Decimal and Library of Congress Classification Systems.

Knowledge of print and electronic information resources.

Knowledge of the proper methods used to shelve library books, magazines and periodicals.

Skill in utilizing computer databases to research, maintain and update records and files.

Skill in developing and maintaining effective interpersonal relations.

Skill in providing customer services to library patrons.

Skill in the operation of standard office equipment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate work in an office setting. There is frequent need to stand, stoop, walk, sit, lift moderately heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and one (1) year practical library work experience.

PREFERRED QUALIFICATIONS:

- A Library Technician Certificate.
- Two (2) years of library work experience.

THE NAVAJO NATION

Class Code: 1355
Administration and Office Support Series
Library Support Group
Overtime Code: Non-Exempt
Pay Grade: 56

LIBRARY ASSISTANT

Supplemental Requirements:

Some positions may require possession of a valid state driver's license and Navajo Nation Vehicle Operator's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.